



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification3	RECREATION ASSISTANT
3	Posting Number	(Summer Part-time)
4	Department	PN# 102342 (Multiple Positions)
5	Division	PARKS AND RECREATION
6	Section	RECREATION OPERATIONS
7	Reporting Location	FACILITIES & PROGRAMS
8	Workdays & Hours	VARIOUS*

*Subject to change

9 **DESCRIPTION OF DUTIES**

This individual will assist with the coordination and monitoring of recreation activities at centers, playgrounds and related facilities. Instruct or assist with a wide range of programming and free play for community youth. May resolve problems and counsel participants; assist with center preparation for programs and activities and assist with facility and equipment maintenance. Must be a positive role model for youth, promoting non-violent actions. May responsible for opening and closing facilities. Must be able and willing to work evenings, weekends and Holidays as needed.

10 **ESSENTIAL FUNCTIONS/WORKING CONDITIONS**

This position will require stooping, bending, and the ability to lift up to 20 pounds. May be required to work outdoors the year around.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires high school diploma or a GED. Seasonal Aquatic employee requires at least 11 years of formal schooling.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Three (3) months of related experience are required for Recreation Assistant in Community Center. Recreation Assistant for Aquatics no experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**

14 **PREFERENCES**

To fill some positions in certain Recreation facilities preference will be given to applicants who have bilingual English/Spanish skills.

15 **SELECTION/SKILLS TESTS REQUIRED** NONE

16 **SAFETY IMPACT POSITION** ☒ YES ☐ NO

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 6
\$7.74 – \$10.56 hourly

18 **OPENING DATE** January 12, 2005

19 **CLOSING DATE** OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone for the Dear (TDD) Phone Number (713) 837-9496.**

An equal opportunity employer